



## AGENDA ITEM 5 C

**FISCAL YEAR (FY) 2025 – FY 2026  
UNIFIED PLANNING WORK PROGRAM AMENDMENT**

TYPE OF ITEM: Consent

**STATEMENT OF ISSUE**

The purpose of this item is to amend the CRTPA Fiscal (FY) 2025 – FY 2026 Unified Planning Work Program (UPWP) to add a new project, Subtask 5.27 Development of Wayfinding Signage for the Capital City to the Sea Trail (**Attachment 1**). In addition, the scope of Subtask 3.3. Regional Mobility Plan is expanded to include additional work associated with updates to the Travel Demand Model (**Attachment 2**). Funds from the existing budget are reallocated to support both projects. The budget for Subtask 5.27 is \$60,000 and an additional \$60,000 is allotted to Subtask 3.3 as reflected in the revised budget tables (**Attachment 3**).

**CRTPA COMMITTEE MEETINGS**

On November 4, 2025, the Citizens Multimodal Advisory Committee (CMAC) and Technical Advisory Committee (TAC) met and recommended the CRTPA Board approve Subtask 5.27. The additional work associated with Subtask 3.3 was finalized after the committee meetings. This amendment will be presented for ratification at the next regularly scheduled TAC and CMAC meetings.

**HISTORY AND ANALYSIS**

The UPWP is a federally required document that describes the work activities, schedule and budget planned for the CRTPA operations, staffing, and consultant projects. The UPWP is produced biennially and is amended as necessary to reflect changes in funding and/or work tasks. Funding is programmed for current and future project work as it is identified. Upon approval by the Board, the revised UPWP is submitted to FDOT, FHWA and FTA for review and approval. The amended UPWP will be updated on the CRTPA's website.

### **RECOMMENDED ACTION**

Option 1: Approve the amendments to the FY 2025 – FY 2026 UPWP adding subtask 5.27, Development of Wayfinding Signage for the Capital City to the Sea Trail, with a budget of \$60,000; and, the revisions to the scope of Subtask 3.3. Regional Mobility Plan to include additional work associated with updates to the Travel Demand Model with an additional \$60,000 allocated to the project.

Option 2: Provide other direction.

### **ATTACHMENTS**

Attachment 1: Proposed Subtask 5.27

Attachment 2: Revised Subtask 3.3

Attachment 3: Original and Revised Tasks 3 and 5 Funding Tables

**5.27 Wayfinding Signage Capital City to the Sea Trail (CC2ST)****Budget:** \$60,000**Responsible Agency:** CRTPA (Consultant support will be used to complete this task.)**Purpose:** Complete Wayfinding Signage for use by local governments, cycling, and recreational groups to promote the trail and provide users with informational and directional signage.

Required Activity	End Products	Completion Date
Collect data and map the trail system, including amenities such as rest areas, trailheads, restrooms, parking, and signage. Review other FL trail systems and activities employed to engage users.	<b>Mapping, GIS data, trail system promotion review document.</b>	Fall 2025
Conduct engagement to support the development of a strategy for enhancing regional trail usage and promotion. Stakeholders from local governments, recreational users, and tourist representatives.	<b>Meeting materials, meeting summary notes.</b>	Winter 2025/26
Develop branding for each of the trail systems associated with the CC2ST network in coordination with Florida Department of Environmental Protection.	<b>Brand Style Guide, final logo and branding files.</b>	Spring 2026
Develop a signage and wayfinding plan to enhance user experience and connectivity across the trail network. This task will include the identification and design of signage types (directional, informational, regulatory, interpretive signs) tailored to the established character and branding.	<b>Signage and wayfinding plan,</b>	Summer 2026

## UPWP TASK 3.0 – LONG-RANGE PLANNING

The LRTP is the foundation document in transportation planning. It must address at least a 20-year planning horizon and include long-range and short-range strategies consistent with state, regional and local goals, and objectives. The LRTP is reviewed and updated at least every five years in attainment areas that meet the national ambient air quality standards.

Strategies and actions in the LRTP provide for the development of an integrated multimodal transportation system (including accessible pedestrian walkways and bicycle transportation facilities) to facilitate the safe and efficient movement of people and goods in addressing current and future transportation demand.

The Long-Range Planning task includes the activities related to the development of a Long-Range Transportation Plan (LRTP) along with the long-term implementation of various transportation projects. Currently, the CRTPA's adopted LRTP is Connections 2045 Regional Mobility Plan (RMP). The Task also includes coordination efforts with our regional partners to address transportation on a regional level.

### OBJECTIVES

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- Maintain and update the Connections 2045 Regional Mobility Plan.
- Develop and adopt 20250 Long Range Transportation Plan.
- Update the **Travel Demand Model. model**
- Evaluate alternative transportation modes and systems.
- Improve traffic operations using ITS technologies.
- Coordinate planning efforts with regional partners.
- Expand Regional Trails network.

### PREVIOUS WORK

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#### ***2045 REGIONAL MOBILITY PLAN***

- Maintain Connections 2045 RMP, Cost Feasible Plan (CFP). (Ongoing)

#### ***REGIONAL TRAILS***

- Continue coordination with Wakulla County on the development of the Coastal Trail.
- Coordinated with Blueprint Intergovernmental Agency (IA), Jefferson, Leon, Wakulla and Gadsden Counties on potential trail projects.
- Continued working with various agency partners (FDEP, FDOT) on the development of various trail projects.

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## ***ON-GOING ACTIVITIES***

Continued participation in the development of various transportation projects.

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## ***REGIONAL COORDINATION***

- Coordination with ARPC and Regional Transportation Planning organizations.
- Participate in MPOAC Advisory Committees.

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## ***PLANNING SUPPORT WORK***

Data collection and planning activities consistent with listed tasks. (Consultant)

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## ***2020 CENSUS***

Reviewed and analyzed the 2020 Census and Urban Area boundaries, after its release by the US Census Bureau.

Conducted Post-Census Planning Activity and incorporate 2020 Census data into the MPO's essential planning documents. (Summer 2024)

- Reviewed and evaluated the 2020 Census of Population Urban Area boundaries;
- Coordinated with federal, state, and local government representatives regarding status of CRTPA's apportionment plan;
- Reviewed, evaluated, and refined (smooth) the MPO's Urban Area boundary.
- Reviewed the MPO's Planning Area boundary map.
- Updated the federal functional classification of roadways in the MPO's planning area.

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## **ANTICIPATED ACTIVITIES**

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### ***PLANNING SUPPORT WORK***

- 1.0 Data collection and planning activities consistent with listed tasks. (Consultant)

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### ***2020 CENSUS***

- 1.1 Incorporate Census data into planning documents and studies.

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### ***REGIONAL MOBILITY PLAN (RMP)***

- 3.2 Maintain and update Connections 2045 Regional Mobility Plan.
- 3.3 Develop and adopt updated Long Range Transportation Plan. (Consultant)  
Update travel demand model to forecast future trip generation, trip distribution, modal split and traffic assignments.

**Subtask 3.3: Regional Mobility Plan Update (Long-Range Transportation Plan) - Budget ~~\$450,000~~ \$510,000**

**Responsible Agency:** CRTPA (Consultant support) and FDOT (Model and Revenue Projections)

**Purpose:** Complete an update to the Regional Mobility Plan (RMP) in cooperation with the State and public transportation operators, using a performance-driven, outcome-based approach.

Required Activity	End Products	Date
Develop: Schedule; Overview of plan and planning processes and requirements; Public Involvement	<b>Chapter 1 - Introduction</b> Project schedule; Plan requirements and framework; Public workshop/outreach/adoption schedule.	Summer 2024
Compile: Regional demographic, economic and transportation elements. Review plans, policies, regulations related growth.	<b>Chapter 2 - State of the Region Report</b> Data and Maps Depicting the Region/Network Characteristics	Fall, Winter 2025
Evaluate: Future growth; coordinate with FDOT on <u>updates to the</u> Travel Demand Model; Complete assessment of multi-modal needs.	<b>Chapter 3 - Multi-modal Needs Report</b> <u>Updated and</u> calibrated Regional Travel Demand Model. An assessment of Growth Scenarios	<del>Winter</del> <u>Summer</u> 202 <u>6</u> <u>5</u>
Identify: screening and evaluation criteria. Evaluate and prioritize roadway projects.	<b>Chapter 4 - Project Evaluation &amp; Prioritization Report</b> Relevant screening and evaluation criteria to align with MAP-21 performance-based planning and programming requirements; Completed assessment of roadway projects	Spring 2025
Evaluate: revenue projections by agency and fund groups by mode. Draft Cost Feasible Plan	<b>Chapter 5 - Cost Feasible Plan Development</b> Cost feasible plan that demonstrates financial constraint, by a series of five-year funding tiers	Summer 2025
Identify: ongoing coordination and plan implementation; Identify future trends; Develop conclusion	<b>Chapter 6 Continued Coordination</b> Overview of agency coordination and collaboration; Discussion of emerging trends; Conclusion statement	Fall 2025
Conduct Public Hearing and Adopt LRTP	Adopted LRTP Cost Feasible Plan	Nov. 2025
Compile Final Report and Appendices for transmittal	Appendices to include Adoption documentation; Cost feasible plan; System performance report; Project prioritization; Technology; Public involvement material Distribute to FHWA, FTA, and FDOT	Feb. 2026

Task 1 Before and After

2026							
Funding Source	FHWA				Local		FY 2026 Total
Contract Number	G2U25				G2U25		
Source	PL	SU	CMAQ	Total	Source 1	Total	
MPO Budget Reference							
Lookup Name	2026 FHWA G2U25 (PL)	2026 FHWA G2U25 (SU)	2026 FHWA G2U25 (CMAQ)	FHWA G2U25 (Total)	2026 Local G2U25 (Source 1)	Local G2U25 (Total)	
Personnel (salary and benefits)							
Salary/Fringe	\$ 213,344	\$ 152,489		-	\$ -	-	\$ 365,833
Personnel (salary and benefits) Subtotal	\$ 213,344	\$ 152,489	\$ -	\$ 365,833	\$ -	\$ -	\$ 365,833
Consultant							
1.7 Professional Services WCOT	\$ 8,000	\$ -	\$ -	-	\$ -	-	\$ 8,000
1.12 Professional Services Audit	\$ 22,000	\$ -	\$ -	-	\$ -	-	\$ 22,000
1.16 Professional Services Legal	\$ 55,000	\$ -	\$ -	-	\$ -	-	\$ 55,000
				-		-	\$ -
Consultant Subtotal	\$ 85,000	\$ -	\$ -	\$ 85,000	\$ -	\$ -	\$ 85,000
Travel							
Travel and Training	\$ 15,225	\$ -	\$ -	-	\$ -	-	\$ 15,225
				-		-	\$ -
Travel Subtotal	\$ 15,225	\$ -	\$ -	\$ 15,225	\$ -	\$ -	\$ 15,225
Direct Expenses							
Operational Expenses	\$ 69,198	\$ -	\$ -	-	\$ -	-	\$ 69,198
Computer Software/IT Services	\$ 6,000	\$ -	\$ -	-	\$ -	-	\$ 6,000
Staff Services	\$ 83,000	\$ -	\$ -	-	\$ -	-	\$ 83,000
Food	\$ -	\$ -	\$ -	-	\$ 2,500	-	\$ 2,500
Professional Memberships	\$ -	\$ -	\$ -	-	\$ 2,750	-	\$ 2,750
Unclassified Expenses (Unallowable)	\$ -	\$ -	\$ -	-	\$ 1,500	-	\$ 1,500
Direct Expenses Subtotal	\$ 158,198	\$ -	\$ -	\$ 158,198	\$ 6,750	\$ 6,750	\$ 164,948
Supplies							
Office Supplies	\$ 3,250	\$ -	\$ -	-	\$ -	-	\$ 3,250
				-		-	\$ -
Supplies Subtotal	\$ 3,250	\$ -	\$ -	\$ 3,250	\$ -	\$ -	\$ 3,250
Equipment							
Computer Equipment	\$ 5,000	\$ -	\$ -	-	\$ -	-	\$ 5,000
				-		-	\$ -
Equipment Subtotal	\$ 5,000	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ 5,000
Total	\$ 480,017	\$ 152,489	\$ -	\$ 632,506	\$ 6,750	\$ 6,750	\$ 639,256

# Task 1 Before and After

2026							
Funding Source	FHWA				Local		FY 2026 Total
Contract Number	G2U25				G2U25		
Source	PL	SU	CMAQ	Total	Source 1	Total	
MPO Budget Reference							
Lookup Name	2026 FHWA G2U25 (PL)	2026 FHWA G2U25 (SU)	2026 FHWA G2U25 (CMAQ)	FHWA G2U25 (Total)	2026 Local G2U25 (Source 1)	Local G2U25 (Total)	
Personnel (salary and benefits)							
Salary/Fringe	\$ 153,344	\$ 152,489		-	\$ -	-	\$ 305,833
Personnel (salary and benefits) Subtotal	\$ 153,344	\$ 152,489	\$ -	\$ 305,833	\$ -	\$ -	\$ 305,833
Consultant							
1.7 Professional Services WCOT	\$ 8,000	\$ -	\$ -	-	\$ -	-	\$ 8,000
1.12 Professional Services Audit	\$ 22,000	\$ -	\$ -	-	\$ -	-	\$ 22,000
1.16 Professional Services Legal	\$ 55,000	\$ -	\$ -	-	\$ -	-	\$ 55,000
				-		-	\$ -
Consultant Subtotal	\$ 85,000	\$ -	\$ -	\$ 85,000	\$ -	\$ -	\$ 85,000
Travel							
Travel and Training	\$ 15,225	\$ -	\$ -	-	\$ -	-	\$ 15,225
				-		-	\$ -
Travel Subtotal	\$ 15,225	\$ -	\$ -	\$ 15,225	\$ -	\$ -	\$ 15,225
Direct Expenses							
Operational Expenses	\$ 69,198	\$ -	\$ -	-	\$ -	-	\$ 69,198
Computer Software/IT Services	\$ 6,000	\$ -	\$ -	-	\$ -	-	\$ 6,000
Staff Services	\$ 83,000	\$ -	\$ -	-	\$ -	-	\$ 83,000
Food	\$ -	\$ -	\$ -	-	\$ 2,500	-	\$ 2,500
Professional Memberships	\$ -	\$ -	\$ -	-	\$ 2,750	-	\$ 2,750
Unclassified Expenses (Unallowable)	\$ -	\$ -	\$ -	-	\$ 1,500	-	\$ 1,500
Direct Expenses Subtotal	\$ 158,198	\$ -	\$ -	\$ 158,198	\$ 6,750	\$ 6,750	\$ 164,948
Supplies							
Office Supplies	\$ 3,250	\$ -	\$ -	-	\$ -	-	\$ 3,250
				-		-	\$ -
Supplies Subtotal	\$ 3,250	\$ -	\$ -	\$ 3,250	\$ -	\$ -	\$ 3,250
Equipment							
Computer Equipment	\$ 5,000	\$ -	\$ -	-	\$ -	-	\$ 5,000
				-		-	\$ -
Equipment Subtotal	\$ 5,000	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ 5,000
Total	\$ 420,017	\$ 152,489	\$ -	\$ 572,506	\$ 6,750	\$ 6,750	\$ 579,256



Task 3 Before and After

2026					
Funding Source	FHWA				FY 2026 Total
Contract Number	G2U25				
Source	PL	SU	CMAQ	Total	
MPO Budget Reference					
Lookup Name	2026 FHWA G2U25 (PL)	2026 FHWA G2U25 (SU)	2026 FHWA G2U25 (CMAQ)	FHWA G2U25 (Total)	
Personnel (salary and benefits)					
Salary/Fringe	\$ 10,727	\$ 84,057	\$ -	-	\$ 94,784
	\$ -	\$ -	\$ -	-	\$ -
Personnel (salary and benefits) Subtotal	\$ 10,727	\$ 84,057	\$ -	\$ 94,784	\$ 94,784
Consultant					
		\$ -	\$ -	-	\$ -
	\$ -	\$ -	\$ -	-	\$ -
Consultant Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expenses					
	\$ -	\$ -	\$ -	-	\$ -
	\$ -	\$ -	\$ -	-	\$ -
Direct Expenses Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies					
	\$ -	\$ -	\$ -	-	\$ -
Supplies Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment					
	\$ -	\$ -	\$ -	-	\$ -
Equipment Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -

Task 3 Before and After

2026					
Funding Source	FHWA				FY 2026 Total
Contract Number	G2U25				
Source	PL	SU	CMAQ	Total	
MPO Budget Reference					
Lookup Name	2026 FHWA G2U25 (PL)	2026 FHWA G2U25 (SU)	2026 FHWA G2U25 (CMAQ)	FHWA G2U25 (Total)	
Personnel (salary and benefits)					
Salary/Fringe	\$ 10,727	\$ 84,057	\$ -	-	\$ 94,784
	\$ -	\$ -	\$ -	-	\$ -
Personnel (salary and benefits) Subtotal	\$ 10,727	\$ 84,057	\$ -	\$ 94,784	\$ 94,784
Consultant					
3.3 Long Range Plan Update	\$ 60,000	\$ -	\$ -	-	\$ 60,000
	\$ -	\$ -	\$ -	-	\$ -
Consultant Subtotal	\$ 60,000	\$ -	\$ -	\$ 60,000	\$ 60,000
Direct Expenses					
	\$ -	\$ -	\$ -	-	\$ -
	\$ -	\$ -	\$ -	-	\$ -
Direct Expenses Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies					
	\$ -	\$ -	\$ -	-	\$ -
Supplies Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment					
	\$ -	\$ -	\$ -	-	\$ -
Equipment Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 70,727	\$ 84,057	\$ -	\$ 154,784	\$ 154,784

Task Table 5 Before and After Amendment

2026							
Funding Source	FHWA						FY 2026 Total
Contract Number	G2U25						
Source	PL	SU	CMAQ	Total		Total	
MPO Budget Reference							
Lookup Name	2026 FHWA G2U25 (PL)	2026 FHWA G2U25 (SU)	2026 FHWA G2U25 (CMAQ)	FHWA G2U25 (Total)		(Total)	
Personnel (salary and benefits)							
Salary/Fringe	\$ 47,451	\$ 39,363	\$ -	-	\$ -	-	\$ 86,814
	\$ -	\$ -	\$ -	-	\$ -	-	\$ -
Personnel (salary and benefits) Subtotal	\$ 47,451	\$ 39,363	\$ -	\$ 86,814	\$ -	\$ -	\$ 86,814
Consultant							
5.0 Consultant Support Task 5 Activities	\$ -	\$ -	\$ -	-	\$ -	-	\$ -
5.11 Cong. Management Plan Studies (Cont.)	\$ -	\$ -	\$ -	-	\$ -	-	
5.21 SR267 Bloxham Cutoff SUP FS	\$ -	\$ 200,000	\$ -	-	\$ -	-	
5.22 (Bradford Connect) Tville Rd to Wel FS	\$ -	\$ 125,000	\$ -	-	\$ -	-	
5.23 US 90 West SUP FS (Cont.)	\$ -	\$ -	\$ -	-	\$ -	-	
5.24.2 T2H Project Impact Assessment (Cont.)	\$ -	\$ -	\$ -	-	\$ -	-	
*5.26 Context Based Planning TBD	\$ 22,000	\$ 161,954		-		-	
*Context Based Planning Requires Amendment			\$ -	-	\$ -	-	\$ -
Consultant Subtotal	\$ 22,000	\$ 486,954	\$ -	\$ 508,954	\$ -	\$ -	\$ 508,954
Direct Expenses							
	\$ -	\$ -	\$ -	-	\$ -	-	\$ -
	\$ -	\$ -	\$ -	-	\$ -	-	\$ -
Direct Expenses Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies							
	\$ -	\$ -	\$ -	-	\$ -	-	\$ -
Supplies Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment							
	\$ -	\$ -	\$ -	-	\$ -	-	\$ -
Equipment Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 69,451	\$ 526,317	\$ -	\$ 595,768	\$ -	\$ -	\$ 595,768

**Task Table 5 Before and After Amendment**

2026							
Funding Source	FHWA						FY 2026 Total
Contract Number	G2U25						
Source	PL	SU	CMAQ	Total		Total	
MPO Budget Reference							
Lookup Name	2026 FHWA G2U25 (PL)	2026 FHWA G2U25 (SU)	2026 FHWA G2U25 (CMAQ)	FHWA G2U25 (Total)		(Total)	
Personnel (salary and benefits)							
Salary/Fringe	\$ 47,451	\$ 39,363	\$ -	-	\$ -	-	\$ 86,814
	\$ -	\$ -	\$ -	-	\$ -	-	\$ -
Personnel (salary and benefits) Subtotal	\$ 47,451	\$ 39,363	\$ -	\$ 86,814	\$ -	\$ -	\$ 86,814
Consultant							
5.0 Consultant Support Task 5 Activities	\$ -	\$ -	\$ -	-	\$ -	-	\$ -
5.11 Cong. Management Plan Studies (Cont.)	\$ -	\$ -	\$ -	-	\$ -	-	
5.21 SR267 Bloxham Cutoff SUP FS	\$ -	\$ 200,000	\$ -	-	\$ -	-	
5.22 (Bradford Connect) Tville Rd to Wel FS	\$ -	\$ 125,000	\$ -	-	\$ -	-	
5.23 US 90 West SUP FS (Cont.)	\$ -	\$ -	\$ -	-	\$ -	-	
5.24.2 T2H Project Impact Assessment (Cont.)	\$ -	\$ -	\$ -	-	\$ -	-	
*5.26 Context Based Planning TBD	\$ 22,000	\$ 101,954		-		-	
5.27 Wayfinding Signage for CC2S Trail		\$ 60,000		-		-	
*Context Based Planning Requires Amendment			\$ -	-	\$ -	-	\$ -
Consultant Subtotal	\$ 22,000	\$ 486,954	\$ -	\$ 508,954	\$ -	\$ -	\$ 508,954
Direct Expenses							
	\$ -	\$ -	\$ -	-	\$ -	-	\$ -
	\$ -	\$ -	\$ -	-	\$ -	-	\$ -
Direct Expenses Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies							
	\$ -	\$ -	\$ -	-	\$ -	-	\$ -
Supplies Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment							
	\$ -	\$ -	\$ -	-	\$ -	-	\$ -
Equipment Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 69,451	\$ 526,317	\$ -	\$ 595,768	\$ -	\$ -	\$ 595,768